

AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF
SCHOOL DISTRICT 104
AND
ARGO-SUMMIT COUNCIL OF
THE WEST SUBURBAN TEACHERS UNION
LOCAL 571
2013-2016

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ARTICLE I

A. RECOGNITION

The Board of Education, School District 104, Cook County, Argo, hereinafter referred to as the "Board" recognizes the Argo-Summit Council of the West Suburban Teachers Union, Local 571, hereinafter referred to as the "Union" as the sole and exclusive bargaining agent for all full-time, regularly employed certificated personnel of District 104, except the Superintendent, Assistant Superintendent, Principals and supervisors. The term "supervisor" is defined as anyone who, as a predominant part of his/her duties, has authority in the interest of the Board to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline, or having responsibility to direct other employees of the Board, or to adjust their grievances, or to effectively recommend such action in connection with any of the foregoing. For the purpose of this Agreement, the following shall not be held to be supervisors: Athletic Director, Physical Education Director, Music Director, Librarian-Audio Visual Director, Curriculum Coordinators, and consulting teachers.

The following job classifications shall not be included in the bargaining unit: paraprofessionals, health aides, lunchroom and playground monitors, maintenance staff, custodians, non-certified nurses, substitute teachers, clerks and secretaries.

B. SCOPE

The Union and the Board agree to negotiate in good faith on matters of salary, fringe benefits, working conditions, grievance procedure and other mutually agreed upon professional matters.

C. NON-DISCRIMINATION

The Board agrees not to discriminate against any teacher on the basis of race, creed, color, national origin, sex, marital status, political affiliations or activities, membership or participation in or association with legal activities of the Union or physical handicap which does not affect job performance. Furthermore, no teacher shall be discouraged from joining or participating in the legal activities of the Union. However, in the event a member of the bargaining unit commences an action against the Board or any of its agents before a federal or state court or administrative agency alleging a violation of any right specified herein, such filing shall act as a bar to the commencement of or further processing of any grievance filed pursuant to the terms of this Agreement, except as provided by law.

D. UNION-ADMINISTRATION MEETINGS

On a quarterly basis, the Union President and the Superintendent shall meet to discuss matters of concern. The Union and the Board may have present at the committee meetings any individuals either party wishes to include. Any items either party wishes to be discussed in the quarterly committee meetings must be submitted to the Superintendent at least one (1) week prior to the meeting.

E. UNION RIGHT TO SPEAK AT BOARD MEETINGS

The Union shall have a place on the agenda of regularly scheduled Board meetings provided it gives notice to the Superintendent before the agenda is created for such meetings and conforms to Board Policy with respect to time lines, topics, etc.

F. UNION ANNOUNCEMENTS

The Union shall have a place at faculty meetings and institutes for brief announcements. Announcements of Union meetings may be made over the intercom system in each school, so long as such announcements:

1. are given by the Principal at the regular time devoted to announcements; and
2. are submitted in advance to the Principal by the building representative of the Union.

The Union shall also have the right to use the District email system.

G. VACANCIES

Written notices for all District vacancies shall be posted in each school building, with a copy provided to the Union President, before interviewing begins. Any teacher who wishes to be notified of vacancies during the summer shall provide the Superintendent with an email address where the notifications will be sent.

Any teacher who possesses the required qualifications and applies for a vacancy shall be granted an interview and shall be notified of the disposition of his/her application.

Within five (5) business days of filing a vacancy, the Board will provide the Union President with a copy of the Personnel Report.

H. RIGHT TO INFORMATION

The Board and the Union agree to make available upon request any and all information, statistics or records of a non-confidential nature relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement, including the names, addresses and telephone numbers of all teachers, excluding the telephone numbers of teachers who do not desire that they be disclosed. The Board Policy Manual, as updated from time to time, is available on the District website.

I. DISTRIBUTION OF AGREEMENT

A copy of this Agreement shall be distributed to the faculty at the beginning of the school year or within sixty (60) days of its ratification. New teachers entering the District shall be presented with a copy of this Agreement at the time they are hired.

J. USE OF PHONES

The Union President shall have the right to accept incoming calls and make intra-school calls when not involved in teaching or supervision of students. If at the time a call comes in the Union President is not available to take the call, a message shall be placed in the Union President's mailbox.

K. DEFINITIONS

The words "will" and "shall" are used interchangeably throughout this agreement. The Board and Union agree that there is no distinction in the meaning of "will" and "shall" and that whichever of the two words is used, the intent of the parties is to create an obligation to carry forward the provisions created.

L. UNION LEAVE TIME

The Board shall allow the Union President to use up to two (2) days annually to attend IFT/AFT conferences, meetings and conventions. The Union will pay for the cost of the substitute, if a substitute is necessary.

ARTICLE II

A. MAIL - MAILBOXES - BULLETIN BOARDS

The Union shall be permitted to communicate through the intra-District mail system and electronic mail system(s), if such systems exist. The Union shall be permitted to use the teacher mailboxes for dissemination of Union material. A copy of all such material shall be made available to the Superintendent upon request. A bulletin board reserved for Union use shall be provided in each teachers' lounge. No person except a Union designee shall post or remove material from the Union bulletin boards provided, however, that all material shall be removed from such bulletin boards at the close of each year.

B. USE OF FACILITIES

The Union shall be allowed to use school facilities for Union meetings, at reasonable times and provided no other school events conflict, subject to the following:

1. The use of such facilities by the Union shall be approved by the appropriate administrator; and
2. Nothing herein shall prevent the Board from charging reasonable fees for use of school facilities where costs are incurred.

C. SAFE AND HEALTHFUL CONDITIONS

In the event that the Union has concerns regarding the safe and healthful conditions of the schools in the District, the Union President will promptly report it to the Superintendent. The Superintendent will investigate any such report.

D. TEACHERS' LOUNGES AND WORK AREAS

The Board shall provide clean and comfortable teachers lounges and work areas. These areas will be spacious enough to provide work space for teachers during their preparation periods. Computers, printers and adequate duplication equipment shall be provided in each building for teacher use in preparing their class work.

E. DUTY-FREE LUNCH

All teachers will receive a duty-free lunch period equal to the regular lunch period, but in no event shorter than required by the Illinois School Code. No teacher shall be required to remain in the building during his/her lunch period.

Student and teacher lunch periods will be thirty (30) minutes, followed by a five (5) minute passing period. The five (5) minute passing period will not be used to extend the lunch period. Teachers and students in each building will have the same lunch periods.

Except in case of emergency, at no time shall teachers be required to monitor/supervise students in the lunchroom or in any other areas during any teacher or student lunch periods.

F. SCHOOL CALENDAR

The school calendar shall be prepared by the Board and shall comply in every respect with the provisions of the Illinois School Code. The Union President may provide input to the Superintendent on development of the calendar annually during the month of January. The Board will consider granting five (5) vacation days if they are not needed as attendance days because of emergency school closings.

G. CHANGE IN ASSIGNMENT

Any teacher may request a change in assignment, grade or building. Such a request shall be made in writing to the Superintendent by April 1. The teacher shall send a copy of such request to the Principal(s) of the impacted building(s). A teacher may also request a change in assignment thereafter under extenuating circumstances or to fill any posted vacancy. If more than one teacher applies for a specific assignment, and the qualifications of the applicants are equal, District seniority shall only be a factor in the case of a tie. The determination of the Administration shall be final. If a request for a transfer is denied, the teacher shall be informed of the decision. There shall be no reprisals or punitive action taken against any teacher requesting a transfer.

H. PREPARATION PERIOD

Every teacher shall be granted a non-directed preparation period of no less than thirty (30) consecutive minutes per day scheduled between 8:15 A.M. and 2:45 P.M. Where faculty members are asked to substitute or assume a full "Double Class" situation they shall be remunerated at the rate of one-hundred dollars (\$100.00) per day. If the responsibility of the full extra class is shared (each teacher taking half the students in addition to their own) each will be remunerated at half the full rate. If anything short of a full half class or short of a full day occurs, compensation shall be on an hourly basis as herein provided. In elementary and middle schools where teachers are required to teach or supervise extra classes, they shall receive sixteen dollars (\$16.00) per half-hour period, not to exceed one-hundred dollars (\$100.00), i.e., the substitution rate.

I. LUNCH SUPERVISION

The Superintendent will work with Principals to attempt to eliminate teacher lunchroom supervision. In the event that teachers are needed for lunchroom supervision, the Administration will first solicit volunteers. If there are not enough volunteers, the Administration may assign teachers to lunchroom supervision. However, no teacher will be involuntarily assigned to lunchroom supervision for two (2) consecutive school years.

J. CLASS SIZE

The Board will continue in its attempts to keep class sizes within reasonable limits as set by the Board upon the recommendation of the Superintendent.

K. NOTIFICATION OF ASSIGNMENT

Within thirty (30) days of the end of the current school year, all tenured teachers shall be notified in writing of their tentative assignment for the following school year if the assignment differs from the teacher's current assignment. Changes in assignment may be made by the Superintendent thereafter when necessary. All other teachers shall be notified of tentative assignments no later than August 1, prior to the beginning of the school year. If changes in assignments become necessary, the teachers so affected shall receive written notification from the Superintendent as soon as possible.

L. ABBREVIATED SCHEDULE

The Administration shall hold an abbreviated pupil schedule on the first and last attendance days of the school year. Such days shall consist of a minimum pupil attendance day to provide the District with state aid and remainder of the teacher work day for teachers to remain on site to do such work as may be necessary.

Teacher attendance at Open House is mandatory, however, the Superintendent may, at his discretion, excuse a teacher from attending. Such a decision is non-precedential and non-reviewable.

Principals may schedule faculty meetings on late start Wednesdays, not to exceed one (1) hour. District institute days will start at 8:00 am.

M. TEACHER DISCIPLINE

1. The Board, the Superintendent or his/her designee may discipline a teacher(s) for just cause. For purposes of this Section, the term "discipline" shall include written reprimand or suspension with or without pay. Only discipline resulting in suspension shall be subject to the arbitration provisions of the grievance procedure found in this Agreement.
2. The Board and Superintendent, or designee, will use progressive discipline where appropriate, provided, however, that nothing in this Section shall require the Board, Superintendent or designee, to exhaust any or all of the foregoing disciplinary actions or methods when a determination has been made of the need to discipline a teacher(s).
3. A teacher required to appear before the Board or the Administration concerning any matter which the teacher reasonably believes may result in disciplinary action is entitled to have a Union representative in attendance at such meeting, provided, however, that the right to such representation shall not apply to informal, impromptu discussions regarding teacher performance.
4. Whenever any teacher is required to appear before the Board or Administration concerning a matter which the Board or Administration intends to be disciplinary in nature, the teacher shall be given prior written notice of such meeting and its purpose.

N. COMPLAINTS AGAINST A TEACHER

Before any written complaint is placed in a teacher's personnel file, the teacher shall be advised of the complaint and shall have five (5) business days to request a conference with the Superintendent to discuss the complaint, with the Building Principal in attendance if the teacher or Superintendent so desires. The teacher may be accompanied by a Union representative if the teacher so requests.

If after the conference the written complaint is placed in the teacher's personnel file, the teacher may, within thirty (30) business days after such conference, attach a response to the complaint.

O. ASSAULT PROCEDURES

Any case of assault upon a teacher while in the performance of his/her duties as a teacher in District 104 shall be promptly reported to the Building Principal and to the Superintendent. The Administration shall notify the local police and secure medical assistance, if necessary.

Whenever a teacher is absent from school as a result of personal injury caused by an assault and/or battery arising out of, and in the course of his/her employment, he/she shall be paid his/her full salary for the period of such absence for the duration of the school year in which the assault occurred, without having such absence charged to annual sick leave or accumulated sick leave. Any compensation for lost salary received by the teacher from any private or public source or compensation program, including, but not limited to TRS or worker's compensation, shall be turned over to the District for the period for which said District salary is paid. The benefits of this Section shall not be available to any teacher if such personal injury is caused by the willful provocation of the teacher.

When damage is caused by a pupil of District 104 during the course of a school day to a teacher's private automobile and a written report thereof is filed with the Central Office, the Administration shall assist in notifying local law enforcement authorities and in the investigation of the incident.

P. INVOLUNTARY TRANSFER

The Board and Union acknowledge the right of the Superintendent to involuntarily transfer teachers. Such transfers shall occur when necessary for the needs of the District and shall not be made for disciplinary reasons. Annually, the Superintendent will meet with the Union President to explain the transfers made hereunder, if any. A teacher who is to be transferred shall receive verbal, followed by written notice, of the transfer decision. A copy of the written notice will be placed in the teacher's personnel file with the reason for the transfer. Whenever a teacher is to be transferred involuntarily, a meeting shall be held, if the teacher so desires, to further discuss the transfer. At the meeting the teacher may propose alternatives. The teacher may have a Union representative at this meeting if he/she so desires.

In the case of an emergency transfer, the above procedure shall be followed with notification to the teacher made as soon as the Superintendent knows such a transfer will be needed. In the event the

emergency transfer occurs during the school year, release time consisting of (2) days shall be provided for the teacher to complete the move. At the Superintendent's discretion, a third day may be granted. Such a decision is non-precedential and not subject to review. When possible, the transferred teacher shall be provided classroom access for any work involved in completing the transfer and move.

Any teacher who is involuntarily transferred has the right to respond to the transfer in writing. This response shall be attached to the transfer notice and placed in the teacher's personnel file. The teacher shall have the right to resign without penalty within thirty (30) days following the effective date of the transfer.

Q. ITINERANT TEACHERS

No itinerant teacher shall be assigned to more than two buildings in one day. Itinerant teachers shall be allowed 15 minutes traveling time (under normal traveling conditions) between buildings in addition to the regular lunch and preparation periods. The Principals shall attempt to provide a preparation period immediately before or after the lunch period on days when itinerant teachers are assigned to two buildings.

R. LAYOFF AND RECALL

When the Board determines that a decrease in the number of teachers or a discontinuance of some teaching service is necessary, such layoffs will be accomplished in accordance with Section 24-12 of the Illinois School Code (105 ILCS 5/24-12).

Teachers honorably dismissed as a result of layoff who are entitled to recall pursuant to Section 24-12 of the Illinois School Code shall be notified of recall by certified mail showing proof of delivery to the teacher's last known address with a copy to the Union President. It is the teacher's responsibility to inform the District of his/her correct mailing address and any change in legal qualifications. A recalled teacher shall have seven (7) calendar days to inform the District that he/she accepts the position. Teachers who do not accept a position shall be stricken from the recall list and their recall rights terminated.

SB7 Joint Committee

A Senate Bill 7 Joint Committee ("SB7 Joint Committee"), as defined within Section 24-12 of the Illinois School Code, shall meet annually. The SB 7 Joint Committee shall be composed of equal representation with half of the membership representing the Board, and half representing the Union. The appointments shall be made by October 1 of each school year, with the appointees serving from October 1 through the conclusion of the school year. The Joint Committee shall be charged with addressing the matters set forth in 105 ILCS 5/24-12(c), paragraphs (1) through (5), as hereafter amended. Any agreements reached by the Joint Committee must be approved by a majority of the members.

Prior to seventy-five (75) calendar days before the end of the school year, the Superintendent shall consult with the Union President and review a draft of the sequence of honorable dismissal list

required by Section 24-12(b) of the Illinois School Code. The Superintendent shall complete the list and provide the Union President with a copy no later than seventy-five (75) calendar days before the end of the school term. Thereafter, the Superintendent shall promptly inform the Union President of any changes in the list made between the time of consultation with the Union President and any layoff action taken by the Board, but in any event by no later than forty-five (45) calendar days before the end of the school term. In addition to the sequence of honorable dismissal list, the Board will provide the Union with a seniority list within forty-five (45) calendar days before the end of the school term.

ARTICLE III

A. TEACHER EVALUATION

1. Frequency

Tenured Teachers: Tenured teachers shall be formally evaluated at least once in the course of every two (2) school years. However, a tenured teacher who received a “Needs Improvement” or “Unsatisfactory” rating on the previous year’s evaluation will be evaluated in the next school year after receiving the rating.

Non-Tenured Teachers: Non-tenured teachers shall be formally evaluated at least once every year.

2. Evaluation Ratings

Teachers will be provided an overall rating of “Excellent”, “Proficient”, “Needs Improvement”, or “Unsatisfactory” in the Summative Evaluation using the Teacher & Evaluator Evaluation Booklet.

3. Notice of Evaluation

On or before the first student attendance day of each school year, the District shall provide a written notice (paper or electronic) that a performance evaluation will be conducted to each teacher affected or, if the affected teacher is hired after the start date of the school term, then no later than thirty (30) days after the contract is executed.

The written notice shall include:

- a. A copy of the rubric to be used to rate the teacher against identified standards and goals.
- b. A summary of the manner in which professional practice will be used in the evaluation.
- c. A summary of the District’s procedures related to the provision of professional development or remediation in the event a teacher receives a “Needs Improvement” or “Unsatisfactory” rating.

4. Evaluation Components

An “Evaluation” will consist of the following components:

- a. Pre-Observation Conferences – a pre-observation conference must precede each formal evaluation. This conference will occur at least two (2) school

days before the formal observation. During this conference, the evaluator and the teacher will discuss the lesson plan and any areas on which the evaluator should focus during the observation, if applicable.

In advance of the pre-observation conference, the teacher must submit to the evaluator a written lesson plan for the instruction that will be conducted during the formal observation.

- b. **Formal Observations** - The formal observation will involve an observation of a teacher for a minimum of forty-five (45) minutes at a time, or a complete lesson, or during an entire class period. Evaluators may designate another evaluator to conduct formal observations.
- c. **Post-Observation Conferences** - Within ten (10) school days after the formal observation, the evaluator shall meet with the teacher to discuss the evidence collected during the evaluation and judgments made about the evidence. The evaluator must provide written feedback to the teacher at this conference.
- d. **Informal Observations** - Informal observations are unannounced and do not require a pre-conference meeting. Following an informal observation, the qualified evaluator shall provide feedback to the teacher either orally or in writing (electronic or paper). If the feedback is in a written format, the evaluator will provide the teacher with an opportunity to have an in-person discussion.

Evidence gathered during informal observations may be considered in determining the performance evaluation rating as long as it is documented in writing.

e. **Required Observations**

Tenured Teachers rated “Excellent” or “Proficient” on Prior Evaluation	Probationary Teachers and Tenured Teachers rated “Needs Improvement” or “Unsatisfactory” on Prior Evaluation
<p>At least two (2) observations:</p> <ul style="list-style-type: none"> • At least one (1) of the observations must be a formal observation including the required pre-observation and post-observation conference 	<p>At least three (3) observations:</p> <ul style="list-style-type: none"> • At least two (2) of the observations must be formal observations including the required pre-observation and post-observation conferences

- f. Summative Evaluation - On or before April 1st for non-tenured teachers and April 30th for tenured teachers, the evaluator will provide the teacher with a copy of the summative evaluation and performance evaluation rating. The teacher has the right to attach comments to the evaluation. The Summative Evaluation and any attached comments will be placed in the teacher's personnel file.

5. Additional Procedures

- a. Unauthorized audio or video recording is prohibited.
- b. Evaluation of Itinerant Teachers - Teachers who are assigned to perform duties at more than one (1) school shall be assigned a "home school" Principal at the beginning of the school year. The "home school" Principal shall be responsible for evaluating the teacher, with input from the Principals in the other buildings where the teacher is assigned.

B. REMEDIATION PLAN

A teacher will be placed on a remediation plan under the following conditions:

1. The evaluator determines, as a result of performance observations, that identified weaknesses are significant enough to rate the teacher's overall performance as "unsatisfactory."
2. The weaknesses are remediable.

The remediation plan shall comply with Section 24A-5 of the Illinois School Code.

C. PROFESSIONAL DEVELOPMENT PLAN

Within thirty (30) school days after a tenured teacher receives a summative evaluation rating of "Needs Improvement," the evaluator and the Administration will develop, in consultation with the teacher, a Professional Development Plan.

The Professional Development Plan shall state the areas that need improvement and any supports that the Board will provide to address the areas identified as needing improvement, taking into account the teacher's on-going professional responsibilities including his or her regular teaching assignments.

The Professional Development Plan shall last for ninety (90) school days and conclude with a summative evaluation.

D. PERSONNEL RECORDS

1. No material derogatory of a teacher's conduct, service, character or personality shall be placed in his/her file unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he/she has read such material by

affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its content. In the event that the teacher refuses to sign the copy to be filed, a notation to that effect will be placed in the file by the appropriate administrative officer. The teacher shall have the right to respond to any material filed and his/her response shall be attached to the file copy.

2. Upon written request by the teacher, he/she shall be permitted to inspect, copy or reproduce anything in his/her file except confidential credentials provided by teacher placement offices and letters of recommendation or references solicited by the teacher or the Board prior to employment for which the teacher has waived his/her right to read.
3. Anonymous material shall not be used in any disciplinary action against a teacher, nor shall any such material be placed in the teacher's personnel file.
4. Only one official central office file shall be kept for each teacher.
5. Disciplinary materials shall not be divulged to anyone, excluding those who are allowed access by law, without written notice to the teacher. Affected teachers shall sign a form to evidence receipt of such notice. No disclosure shall be made until such receipt has been signed. Such written notice shall not apply if the disclosure is ordered to a party in a legal action or arbitration or information is requested by a government agency as a result of a claim or complaint by a teacher or as a result of a criminal investigation by such agency. Except for Board ordered remediation documentation, disciplinary materials which are more than four (4) years old shall not be disclosed to third parties unless pursuant to an arbitration or legal action.

ARTICLE IV

A. INFORMAL RESOLUTION OF GRIEVANCES

A sincere attempt should be made to resolve any grievance by oral interview between the teacher or Union representative and Principal or other administrator before differences become formalized as grievances.

B. FORMAL GRIEVANCE

A grievance is a complaint in writing that there has been a violation, misinterpretation, or misapplication of any provision of the Agreement.

C. RIGHT TO PRESENT GRIEVANCES

Every teacher or group of teachers shall have the right to present grievances in accordance with these procedures.

D. GRIEVANCE: NO REPRISALS

A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal for his/her participation.

E. FAILURE TO ACT

The failure of a teacher or the Union to act within the time limits will act as a bar to any further appeal, and the Administration's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

F. REPRESENTATION

A teacher has the right to Union representation at all stages of the grievance procedures. When a teacher chooses to be represented in the grievance procedure by a representative other than a Union designee, such representative may not be an official or employee of any other teacher organization.

G. HEARINGS AND CONFERENCES

The teacher (or representative of teachers in a group grievance) shall be present at the grievance discussion when the Administration and/or Union deem it necessary; however, hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to be present to attend and will be held, insofar as possible, after regular school hours, or during the non-teaching time of the personnel involved. When such hearings and conferences are held during school hours all teachers whose presence is required by the Board or the Administration shall be excused with pay for that purpose. Otherwise the Board is not required to pay members of the bargaining unit for time spent in the processing of grievances and arbitrations. When the presence of a teacher at the grievance hearing is requested by either party, illness or other incapacity of a teacher shall be grounds for any necessary extension of grievance procedure time limits.

H. UNION NOTIFICATION

In any instance where the Union is not represented in the grievance procedure, the Union shall have the opportunity to be present and will be notified of the disposition of the grievance at each formal step of the procedure. No disposition of any grievance shall be in conflict with any of the terms or conditions of this Agreement. Any final disposition of a grievance alleged by the Union to be in conflict with this Agreement shall be grievable by the Union, starting at the Superintendent level.

I. BYPASS

By mutual consent, lower steps in the grievance procedure may be bypassed.

J. GRIEVANCE: NON-DISCRIMINATION

Teachers or other bargaining members who participate in the process of resolving grievances or professional problems in the manner indicated herein, or any other matter, shall not be subject to discrimination for such action.

K. FORMAL GRIEVANCE PROCEDURES

1. First Stage

The aggrieved teacher shall file a grievance in writing and at a mutually agreeable time discuss the matter with the Principal or a representative of the Principal's choice in the presence of the Union Building representative, or any other representative of the teacher's choice, with the objective of resolving the matter. The filing of the grievance at the first stage must be within twenty (20) school days after the grievant becomes aware of the act, event, or commencement of the condition which is the basis of the grievance. The Principal or other administrator who has the authority to render a decision on a grievance shall make such decision and communicate it in writing to the Superintendent, the teacher and the Union President within ten (10) school days.

2. Second Stage

In the event that a grievance has not been satisfactorily resolved at the first stage, the aggrieved teacher or his/her representative or his/her Union designee shall file, within ten (10) school days of the Principal's written decision at the first stage, two (2) copies of the grievance, as follows: one copy shall be filed with President of the Union and one copy shall be filed with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved or his/her representative, the Union Grievance Committee, the Principal and the Superintendent or their designees shall meet to resolve the grievance. The Superintendent or his designee shall file a decision within ten (10) school days of the second stage grievance meeting and communicate it in writing to the teacher, Principal and Union President.

3. **Third Stage**

If the grievance cannot be settled at the second stage, the grievance shall be submitted to the Board, within ten (10) school days of the Superintendent's decision, to be considered at the next regularly scheduled meeting unless an earlier or later date can be agreed upon by all parties. The Board shall have the right to continue the matter for a hearing at a later date or call a special meeting for that purpose, but in no event any later than the next regular meeting of the Board. The aggrieved and the Grievance Committee shall present a written brief to the Board and the Superintendent, before they present their case orally.

4. **Fourth Stage**

If the grievance is not resolved satisfactorily to the Union within ten (10) school days after the hearing before the Board (third stage), there will be available a fifth stage of impartial arbitration. The Union may submit, in writing, a request to enter into such arbitration. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach an agreement on an Arbitrator, the American Arbitration Association will be requested to provide a panel of Arbitrators in accordance with the rules of the Association. The decision of the Arbitrator shall be in writing and shall set forth the Arbitrator's opinion, conclusions and award, if any, on the issues submitted. The sole power of the Arbitrator shall be to determine whether the terms of this Agreement has been violated, misinterpreted, or misapplied. The Arbitrator shall have no power or authority to make any decision, which modifies, alters or amends the terms of the Agreement or which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the Arbitrator shall be rendered to the Board, to the grievant or his/her representative, and to the Union, and shall be final and binding upon the parties.

L. EXPENSES

Expenses for the Arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the Board and the Union. Each party to the arbitration proceeding shall be responsible for compensating its own representative and witnesses.

M. TIME LIMITS

All time limits consist of school days except when a grievance is submitted on or after the last teacher employment day of the school term. School days for the purposes of the grievance procedure shall mean teacher employment days. After the last teacher employment day of the school term, time limits shall consist of business days (days the Superintendent's Office is open).

ARTICLE V

A. ADVISORY COMMITTEES

The Board may establish ad hoc committees composed of teachers and administrators. The Union shall have input as to the teachers on the committees. The committees will be advisory in nature. All authority resides in the Board and the Superintendent.

B. USE AND PURCHASE OF MATERIALS

Each school is considered as part of the total District. All such materials and equipment purchased by the School District shall be equally available among the schools. A current and up-to-date list of audio-visual materials and equipment will be maintained and readily available to teachers.

C. INSTRUCTIONAL PROGRAM

Teachers have the right to use learning materials to structure learning activities within the planned instructional program according to their best professional judgment, recognizing their responsibility to intellectual integrity, scholarly objectivity and the pluralism of the American culture.

D. STUDENT GRADES

Report card grades are the responsibility of the teachers of the District.

E. DISTRICT IMPLEMENTATION OF THE NO CHILD LEFT BEHIND ACT

Prior to any contemplated changes in a teacher's wages, hours or working conditions that may result due to the requirements found in the No Child Left Behind Act (NCLB) or Illinois State Board of Education rules for the application of NCLB, the District shall notify the Union and bargain the impact of any proposed changes.

ARTICLE VI

A. SICK LEAVE

Each member of the bargaining unit shall be annually entitled to paid sick leave in the amounts as set forth below. Unused sick leave may be accumulated to three hundred and sixty (360) days. All leave taken pursuant to the provisions of this Section shall be reported in time for the Administration to procure adequate substitute service, except where an emergency makes this impossible. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. For purposes of this Section, "immediate family" shall include parents, spouse or partner in a legally recognized civil union, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sons and daughters-in-law, brothers and sisters-in-law, legal guardians, nieces and nephews, cousins, aunts and uncles, all of whom may be related to the teacher by marriage or blood. Additionally, one (1) day per year of sick leave may be used for death outside the immediate family or household. At the expiration of the school year, any unused personal leave days shall be added to the teacher's accumulated sick leave (not to exceed three hundred and sixty (360) days). All teachers shall be notified of their accumulated sick leave days at the beginning of each school year. This notification will include the sick leave for the current school year. For teachers who begin after November 1st, the sick leave and personal days will be prorated.

<u>Years of Consecutive*</u> <u>Service in District</u>	<u>Days Leave</u> <u>Per Year</u>
1	10
2	10
3	12
4 to 14	13
15 and more	15

*Approved leaves shall not be construed as an interruption of consecutive service. In the Superintendent's sole and non-reviewable discretion, sick leave may be taken for bereavement purposes for other than family members, but such allowance shall not be deemed to create past practice or precedent. To the extent that a teacher's temporary illness or disability under this Section also qualifies as a "serious health condition" under the Family and Medical Leave Act and to the extent that the teacher is an "eligible employee" as defined in the Family and Medical Leave Act, the first twelve (12) weeks of a teacher's leave under this Section shall also be construed as Family and Medical Leave Act leave.

In the event a teacher utilizes sick leave for a part of the day, the minimum increment will be one half (1/2) day. One-half (1/2) day is three and one-half (3 1/2) hours. A teacher utilizing one half (1/2) day of sick leave would leave or arrive three and one-half (3 1/2) hours after the school day/teacher workday starting time, unless other arrangements for the three and one-half (3 1/2) hours are requested by the teacher and approved by his/her Principal (for instance three and one-half (3 1/2) hours in the middle of the day, with workday before and after the leave time).

B. PERSONAL LEAVE

Every teacher shall be granted no more than two (2) days of leave annually for the purpose of transacting or attending to personal, legal or business matters that cannot be transacted except during working hours. Personal business includes, but is not limited to, legal matters, court appearances, familial or religious commitments, or other matters that require the individual's immediate attention.

A third day of personal leave may be granted at the sole discretion of the Superintendent (upon Principal approval) due to emergencies or unusual or unforeseen circumstances. If granted, this third day of personal leave will be subtracted from the teacher's current accumulated total of sick days.

Requests for personal leave shall be submitted three (3) days in advance of such leave on the form attached as Appendix B. In the event of an emergency where the leave is requested less than three (3) days prior to the desired onset of the leave, the teacher shall specify the reason for the leave within forty-eight (48) hours following the teacher's return to work. The teacher shall receive a copy of this form after approval or denial.

In the event a teacher utilizes personal leave for a part of the day, the minimum increment will be one half ($\frac{1}{2}$) day. One-half ($\frac{1}{2}$) day is three and one-half ($3\frac{1}{2}$) hours. A teacher utilizing one half ($\frac{1}{2}$) day of personal leave would leave or arrive three and one-half ($3\frac{1}{2}$) hours after the school day/teacher workday starting time, unless other arrangements for the three and one-half ($3\frac{1}{2}$) hours are requested by the teacher and approved by his/her Principal (for instance three and one-half ($3\frac{1}{2}$) hours in the middle of the day, with workday before and after the leave time).

Such leave may not be granted during the first or last two (2) weeks of school nor on the day immediately preceding or following a holiday or recess period (inclusive of holiday and vacation weekends) unless the absence involves a religious holiday, court appearance or other extenuating circumstances. In an emergency, every effort will be made by the teacher to notify the appropriate supervisory personnel. All leave granted under this policy shall be subject to the approval of the Superintendent upon the recommendation of the Building Principal. At the expiration of the school year any unused portion of personal leave days shall be added to accumulated sick leave (not to exceed three hundred and sixty (360) days).

C. SICK LEAVE BANK

A sick leave bank shall be established in the following manner:

1. The intent of the Sick Leave Bank is to provide extended sick leave to those who incur an extended period of catastrophic illness. The Sick Leave Bank shall be used only for personal catastrophic illness of the participant and not for another person.
2. Any teacher covered under the terms of this Agreement shall be eligible to participate voluntarily in a "Sick Leave Bank," provided such teachers have accumulated at least thirty (30) unused sick leave days. Such teachers who desire to participate in the Sick Leave Bank shall submit written notice of intent to

so participate on a provided form. Said notice shall be given to the Sick Leave Bank Committee to administer the provisions of said Sick Leave Bank prior to October 1st of each year.

3. Membership in the Bank shall require a teacher to contribute a minimum of one (1) day and up to a maximum of three (3) days of accumulated sick leave which were earned in any year preceding the year of enrollment. Teachers who initially contribute one (1) day may deduct up to twenty (20) sick days during their employment. Teachers who initially contribute two (2) days may deduct up to forty (40) sick days during their employment. Teachers who initially contribute three (3) days may deduct up to sixty (60) days during their employment. Teachers donating one (1) or two (2) sick leave days may increase their contributions to reach the maximum three (3) days during each year's open enrollment period as long as the teacher meets the same requirements as a new member. Additionally, in the case of depletion of the Sick Leave Bank below fifty (50) days during any school year, an automatic deduction of one (1) day shall be made from participants in the Bank. An automatic one (1) day deduction for the purpose of replenishing the Sick Leave Bank shall not signify an increase in a teacher's maximum lifetime deduction allowance based on the initial enrollment contribution of between one (1) and three (3) days. Any sick leave bank member teacher who chooses not to donate one (1) day for replenishment purposes shall lose access the Sick Leave Bank until the teacher is able to re-establish membership in a subsequent open enrollment period.
4. Authorized withdrawals by participating teachers from the Sick Leave Bank shall be made only upon approval of the majority members of the Sick Leave Bank Committee and their decisions shall be final. No one shall draw from the Sick Leave Bank until a doctor's certificate verifying catastrophic illness has been provided to the Sick Leave Bank Committee, and the participating teacher applying for such withdrawals has, in fact, depleted his or her accumulated sick leave and has been absent without pay for two (2) days. Teachers are eligible for withdrawal from the Bank for only one (1) continuous illness per school year. Each withdrawal shall be no less than five (5) days or more than twenty (20) days. A teacher may apply for additional withdrawals if necessary upon depletion of the initial withdrawal but not to exceed the maximum lifetime deduction allowance. No more than two (2) teachers may simultaneously participate in withdrawal from the Sick Leave Bank for a catastrophic illness.
5. Three members of the Union appointed by the President will act as a Sick Leave Bank Committee in all matters that concern the policies and decision of the Sick Leave Bank.
6. The Union's representatives on the Sick Leave Bank Committee shall compile a roster of participating teachers and shall submit its information to the Administration no later than October 15th. They shall also report the specifics of any withdrawals to the Administration prior to the end of the school year and

shall prepare and present such other reports and information that the Administration may require from time to time. The Union may request assistance from Administration for the purpose of record keeping.

7. The Union agrees to indemnify, and save and hold harmless, the Board, its employees and agents from any and all liability, costs, claims, attorneys' fees or damages suffered by the Board as a result of any litigation, arbitration, or administrative agency proceeding which might arise as a result of this Article.
8. Any dispute that arises as to the administration of this Section shall be non-grievable.
9. The Sick Leave Bank Committee shall write its own rules of operation.
10. Any teacher who is receiving benefits from the Teachers' Retirement System, or is absent for illness or injury due to a work-related accident (which is determined as compensable under the Illinois Workers' Compensation Act) may not avail himself/herself of any benefits of the Sick Leave Bank. Teachers who are on Board-approved leaves of absence are not eligible to draw from the Sick Leave Bank.
11. Any costs or labor necessary for the operation of the Sick Leave Bank shall be the exclusive responsibility of the Union.

D. MILITARY LEAVE

Military leave will be granted to any teacher who is inducted or enlists in any branch of the Armed Services of the United States. Upon return from such leave, such teacher will be accorded the benefits of all of the provisions of the Soldiers and Sailors Civil Relief Act and any other pertinent laws. If National Guard encampment or period of active training due to any emergency situation should occur during the school year, any teacher required to participate in such encampment or emergency services shall be granted temporary leave of absence and shall be paid the difference between his/her National Guard Service and his/her regular salary as a teacher of the District.

E. EXTENDED PERSONAL LEAVE

A teacher may make written application to the Superintendent for leave, not to exceed one year in length, for personal reasons. This leave may be granted at the discretion of the Superintendent upon approval of the Board. Such leave shall be without pay. Where necessary, such leave may be extended an additional year at the discretion of the Superintendent upon the basis of positions available and the qualifications of the teacher. Upon return to duty, the teacher shall receive a salary and classification not lower than that to which he/she was entitled at the time such leave began.

To the extent that a teacher's temporary illness or disability under this Section also qualifies as a

“serious health condition” under the Family and Medical Leave Act and to the extent that the teacher is an “eligible employee” as defined in the Family and Medical Leave Act, the first twelve (12) weeks of a teacher’s leave under this Section shall also be construed as Family and Medical Leave Act leave.

F. PUBLIC OFFICE LEAVE

A tenured teacher who has been employed by the District for at least three (3) years may apply for a leave of absence without pay to serve in public office. Application for said leave must be made in writing by February 1st and may be granted by the Superintendent upon approval of the Board. Upon return to duty, the teacher shall receive a salary and classification not lower than that to which he/she was entitled at the time such leave began. Placement upon return to duty after public office leave shall be determined by the Superintendent upon the basis of positions available and the qualifications of the teacher. Such leaves are renewable at the discretion of the Superintendent with Board approval.

G. PROFESSIONAL MEETING LEAVE

Teachers may be granted leave upon the recommendation of the Superintendent and subject to the approval of the Board to attend professional meetings and conferences without deduction in pay or reduction in other leave days. Allowance for teachers’ professional meetings shall include transportation and lodging as well as any registration fee that may be required. Teachers who wish to know the reasons for denial of such a request for leave may contact the Superintendent.

H. PEACE CORPS - INTERNSHIP - EXCHANGE AND TEACHING LEAVES

Teachers may apply for leave without pay to serve in the Peace Corps, internships, exchange programs or to accept teaching positions in foreign countries. Such leaves may be granted by the Superintendent subject to the approval of the Board upon such terms and conditions as the Board may impose. Upon return from such a leave, a teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence up to a maximum of three years.

I. SABBATICAL LEAVE

1. Sabbatical leave may be granted after completion of at least six (6) years of satisfactory service as a full-time teacher and may again be granted after completion of a subsequent period of six (6) years of such service. A leave granted for a period of one (1) school year or less shall bar a further sabbatical leave until completion of six (6) years of additional satisfactory service.
2. The leave shall be conditioned upon a plan for resident study, research, travel or other purposes to benefit the School District, which plan must be approved by the Board and not thereafter modified without the approval of the Board.

3. Such leave may be granted for a period of at least four (4) school months, but not in excess of the school term. Before a leave is granted pursuant to and in accordance with these provisions, the applicant shall agree in writing that if, at the expiration of such leave, he/she does not return to and perform contractual continued service in the District for at least two (2) school years after his/her return, all sums of money received from the Board during his/her sabbatical leave will be refunded to the Board unless such return and performance are prevented by illness or incapacity.
4. Applications for leave shall be made in writing to the Superintendent prior to September 16th for leave during the second semester of the current school year, and prior to February 1st for leave during the next school year.
5. During absence pursuant to such leave, such teacher shall receive the same basic salary as if in actual service, from which there shall be deducted therefrom an amount equivalent to the amount payable for substitute service. However, such salary after deduction for substitute service shall not be less than the minimum salary provided by the Illinois School Code (105 ILCS 5/24-8) or one-half of the basic salary, whichever is greater.
6. The person on leave shall not engage in any activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and approved by the Board. Unless justified by illness or incapacity, failure of any person granted a leave pursuant to and in accordance with these provisions to devote the entire period to the purposes for which the leave was granted shall constitute a cause for removal from teaching service.
7. Upon expiration of a leave granted pursuant to and in accordance with these provisions and upon presentation or evidence satisfactory to the Board showing compliance with the condition of the leave, the teacher shall be returned to a position equivalent to that formerly occupied. The tenure of the person on sabbatical leave shall not be effected.
8. Absences during a leave granted pursuant to and in accordance with these provisions shall not be constructed as a discontinuance of service for any purpose, including progression on the salary schedule. The Board shall pay the contribution to the Teachers' Retirement System required of the person on leave computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave or a proportionate part of such rate for a partial year of sabbatical leave credit.
9. Any applicant taking leave shall give a note for the full amount of payments made to the applicant, made payable to the School Board, to insure compliance with intent to the Article and the provisions of the Illinois School Code.

J. PARENT/CHILD REARING LEAVE

1. Parent/child rearing leave without pay will be granted by the Board to any tenured teacher. All such requests shall be accompanied by a certificate of pregnancy signed by a physician duly licensed to practice medicine in the State of Illinois, which certificate shall include the expected date of delivery or adoption documentation.
2. A teacher who is expecting a child and wishing to apply for Parent/Child Rearing leave shall notify the Principal in writing, with a copy to the Superintendent, after the pregnancy or adoption is confirmed. Said teacher may, in writing, request a leave of absence without pay for the balance of the school year. A parent/child rearing leave of absence may begin when the teacher so desires, but not later than when she is medically unable to perform her duties. A parent/child rearing leave of absence shall generally end on the day prior to the beginning of a semester or school year. However, a teacher requesting to return at a time other than the beginning of a semester or school year shall be returned to a position consistent with the teacher's certification or qualification.
3. If the teacher gave birth to a child, a statement from the teacher's doctor, or a doctor of the Board's choice, if the Board so desires, may be required to establish the teacher's ability to perform or resume her duties. The cost of such examination shall be borne by the teacher.
4. The period of the leave shall not count as service in the District for any purpose. Any teacher granted such leave who has completed one-hundred and twenty (120) or more days of teaching service in the District in the year such leave is granted shall receive credit for said year for purposes of salary schedule advancement.
5. At the end of a teacher's parent/child rearing leave, the teacher shall have the right to return to employment in the District, provided she/he notifies the Superintendent in writing ninety (90) days prior to the end of any school year that she/he desires to return the following year. If the position she/he left is filled or discontinued, she/he shall be placed in an available position most similar to the one she/he left.
6. A teacher granted parent/child rearing leave may make arrangements during her/his leave to continue group insurance coverage at her/his cost, subject to the insurance policies issued thereunder.
7. To the extent that a teacher's temporary illness or disability under this section also qualifies as a "serious health condition" under the Family and Medical Leave Act and to the extent that the teacher is an "eligible employee" as defined in the Family and Medical Leave Act, the first twelve (12) weeks of the teacher's leave under this Section shall also be construed as Family and Medical Leave Act leave.

K. FAMILY AND MEDICAL LEAVE

The District shall comply with the Family and Medical Leave Act.

L. JURY DUTY LEAVE

A teacher shall experience no loss in pay or paid leave benefits because of jury duty or because the teacher, pursuant to a subpoena issued by the clerk of the court or by a state or federal administrative agency and served upon the teacher, attends as a witness upon trial or as a witness upon a state or federal administrative proceeding or to have his/her deposition taken in any school-related matter pending in court. Teachers required to appear for such jury duty, trial, proceeding or deposition shall immediately provide the Principal with a copy of the jury summons or the subpoena.

ARTICLE VII

A. SALARY

Teachers shall be paid a salary based upon each teacher’s appropriate placement on the Salary Schedules found in Appendix A.

B. PLACEMENT

Teachers hired after July 1, 2013 shall be placed on Salary Schedule A of the Salary Schedules found in Appendix A based upon their teaching experience and the level of professional education attained consistent with the lanes found on each schedule.

Teachers hired prior to July 1, 2013 who were on steps 1-18 for the 2012-2013 school year are on Salary Schedule B for the duration of this Agreement.

Teachers hired prior to July 1, 2013 who were on steps 19-25 for the 2012-2013 school year are on Salary Schedule C for the duration of this Agreement.

Teachers hired prior to July 1, 2013 who were on the longevity step for the 2012-2013 school year are on Salary Schedule D for the duration of this Agreement.

Teachers reaching the last salary step in each lane, as defined below, shall be frozen at such step unless and until the affected teacher(s) acquires the required number of credits to earn a change in salary lane, provided, however, that those teachers who on August 1, 1991, are already receiving salaries in excess of those found on the last step of each lane, as defined below, shall be paid the salaries found in Appendix A Salary Schedules as noted for their appropriate placement. For purposes of this provision, the “last step” for each salary lane shall be defined as follows:

<u>Salary Lane</u>	<u>Last Step</u>
BA	12
BA 15	18
BA 30	18
MA	30
MA 15	30
MA 30	30
MA 45	30
MA 60	30

Vertical movement on each salary schedule shall be limited to one step per year, regardless of lane change.

C. CREDIT APPROVAL

Courses, workshops and clinics are to be approved by the respective Principal and Superintendent.

D. SALARY ADJUSTMENTS

Salary adjustments for lane changes for those teachers earning additional credits shall be made one in each semester (November 1 and March 1) upon receipt of an official transcript for courses completed.

Transcripts must be received no later than November 1 for credit granted in the first semester and no later than March 1 for credit granted in the second semester. Pay increases made by November 1 are effective for the full year amount; those made by March 1 are effective for half the full year amount.

Salary schedule credit and horizontal advancement shall apply only to courses successfully completed after the teacher's last highest, earned credit. In the event a teacher experiences a dock in pay, such dock will be calculated in quarter hour (15 minute) segments based upon a seven (7) hour day.

E. PRIOR EXPERIENCE

The Board will offer a maximum of 10 years prior experience credit for newly hired teachers. All teaching experience to be recognized must have been performed under a valid State Certificate.

F. SCHOOL YEAR

The school year will be based on one hundred eighty-five (185) working days, not including holidays, in order to allow flexibility in arranging pre-school workshops, institutes, visitation days and closing of school.

The school day/teacher workday will be seven (7) hours in length, inclusive of the thirty (30) minute duty free lunch. The school day/teacher work day starting time may vary by building or program, but will begin between 7:30 AM and 8:30 AM, and the end of the school day/teacher workday will be seven (7) hours after the starting time between 2:30 PM and 3:30 PM.

G. PAY PERIODS

All teachers will be allowed the option to receive their pay on a ten or twelve month basis. Teachers shall be paid every other Friday in 22 (for ten months) or 26 (for twelve months) equal installments unless the payday falls on a school holiday, in which case the teachers shall be paid on the last school day preceding the holiday. The first and last pay periods may need to be adjusted due to the school calendar.

H. HOSPITALIZATION AND LIFE INSURANCE

The Board shall provide each teacher with \$50,000 of term life insurance. The Board shall provide spousal term life insurance in the amount of \$10,000. Hospitalization insurance shall be provided by the Board with the cost of the insurance premium shared by the teacher and the Board as follows:

2013-2014		
<u>Insurance Plan Selected</u>	<u>Board Share</u>	<u>Teacher Share</u>
SSBC PLAN E	90%	10%
SSBC PLAN G	90%	10%
SSBC PLAN HMO	90%	10%

2014-2015		
<u>Insurance Plan Selected</u>	<u>Board Share</u>	<u>Teacher Share</u>
SSBC PLAN E	87.5%	12.5%
SSBC PLAN HMO Blue advantage	87.5%	12.5%

2015-2016		
<u>Insurance Plan Selected</u>	<u>Board Share</u>	<u>Teacher Share</u>
SSBC PLAN E	85%	15%
SSBC PLAN HMO Blue advantage	85%	15%

Those teachers who choose not to be covered under the hospitalization plan of the District will receive a check for out-of-pocket medical expenses for \$750.00 at the end of June. No reimbursement will be given for partial years of coverage under the hospital plan. Certification of hospitalization coverage must be presented to qualify.

Any and all insurance plans or carriers will be selected by the Board.

HSA Contribution

For the 2013-2014 school year, the Board shall contribute the following amounts to individual Health Savings Account (“HSA”) for teachers who elect to participate in the HSA health insurance option:

Single	\$1,800
Employee +1	\$3,948
Family	\$4,644

For the 2014-2015 and 2015-2016 school years, the Board shall contribute the following amounts to individual HSA for teachers who participate in the HSA health insurance option:

Single	\$1,000
Employee +1	\$1,750
Family	\$2,250

Insurance Committee

The Board and Union will establish a joint Insurance Committee to review options to contain or reduce the cost of health insurance coverage. The Committee will be composed of an equal number of representatives from each employee group (teachers, educational support personnel, and administrators). The Union President will name the teacher representatives. The Superintendent will name the administrator representatives. The Union President and Superintendent will collaborate to name the education support personnel representatives.

The Superintendent and Union President will co-chair the Committee and be responsible for scheduling meetings and preparing necessary documentation. The Committee will meet as necessary but no less than twice per school year. Committee minutes will be maintained and distributed as deemed necessary.

The Committee will have access to all relevant insurance information as allowed by law. The Committee may also utilize individuals, outside of Committee members, as resources in completing Committee work.

Committee recommendations will be made to the Board and Union leadership for review and consideration as necessary. These recommendations may be used by the relevant negotiations teams in future collective bargaining.

I. ADDITIONAL INSURANCE AND TAX SHELTERED ANNUITIES

Additional insurance and/or tax sheltered annuities purchased by the teacher shall be deducted from the teacher's check upon written authorization. Annually during the month of September teachers may adjust their tax sheltered annuity/additional insurance, etc. Any such adjustment shall remain in effect for the remainder of the school year. Amounts withheld shall coincide with 10 or 12 month pay schedule. No change in insurance coverage, carriers or methods of funding shall be effective unless approved by the Union and the Board, except as specified in the options set forth above.

J. SHELTER

The Board will pick-up on a before tax basis by reduction from each teacher's salary (as salary is defined by the Teachers' Retirement System) the required member TRS retirement contribution and member THIS contribution, as required by Illinois law, and remit the member contribution to the Teachers' Retirement System of the State of Illinois on behalf of the teacher to be applied for the retirement account of such teacher. The parties intend for teachers' payment of their retirement contributions to be through the "salary schedule reduction method" as defined by the Teachers' Retirement System. Such withholding from teacher compensation will include any and all member contribution required to be paid by the teacher to the Teachers' Retirement System for the account of such teacher.

It is the intent of the parties to qualify these payments as employer payments under Section 414(h) of the Internal Revenue Code. The teachers have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Teachers' Retirement System.

K. MILEAGE REIMBURSEMENT

The Board shall provide mileage reimbursement at the maximum mileage rate approved by the Internal Revenue Service between school buildings for any teacher who, according to his/her normal schedule as approved by the Administration, must work in more than one building during school hours on the same day. Requests for mileage reimbursement must be submitted no later than June 10 annually or such reimbursements shall be forfeited.

L. MAINTENANCE OF MEMBERSHIP

All teachers covered by this Agreement who are members of the Union shall either continue their membership in the Union or pay to the Union their fair share of the cost of the services rendered by the Union that are chargeable to non-members under state and federal law.

By October 1, annually, the Union shall certify to the Board the amount of the annual fair share fee, not to exceed the dues uniformly required of members of the Union. The Union shall further certify to the Board that "Notice of Fair Share" has been posted in accordance with the IELRB rules and regulations. No payroll deduction of fair share fees shall be made until at least fourteen (14) days after such certification. Such fair share payments shall be deducted by the Board from the earnings of the non-member teachers and be paid to the Union. The amount certified by the Union shall not include fees for contributions related to the election or support of any candidate for political office.

The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability, including, but not limited to, damages, attorneys' fees, and costs that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

M. CREDIT UNION

The Board will permit teachers to make credit union contributions by payroll deduction provided the following conditions are met:

1. Teachers desiring credit union deduction shall complete written authorization cards.
2. Such authorization card shall be signed by the teacher and shall specify the amount of the deduction desired.
3. Copies of the authorization cards shall be submitted to the Superintendent and to the Township Treasurer.
4. Teachers shall be permitted to request deductions in any year provided such authorization cards are collected by the Union and submitted by the Union to both the Superintendent and the Township Treasurer together with an alphabetical list of teachers requesting deduction and the amount of each deduction between September

1st and September 30th and between December 15th and January 15th of each year.

5. No increase or decrease in deduction authorization will be permitted nor will any new deduction authorization be permitted after September 30th and after January 15th each year except that a teacher may cancel his/her deduction at any time by submitting a written signed stop authorization to the Union which shall forward same to both the Superintendent and the Township Treasurer.
6. In the event the Township Treasurer begins to charge a fee for this service, the teacher shall have thirty (30) days from the effective date of the notice of the charge to:
 - a. File a stop authorization consistent with (5) above; or
 - b. Pay the charge from individual or group funds.
7. Neither the Board nor the Administration shall be liable for errors in deduction except as to errors in duties ascribed to said Board and Administration above.

N. FLEXIBLE BENEFIT PLAN

The Board shall make available a Flexible Benefit Plan (in accordance with Internal Revenue Code Section 125) which will allow pretax payment of medical/dental premiums, pretax payments of qualified medical and dental expenses that are not reimbursed by insurance, and pretax payments of qualified dependent care expenses. Participation in each option will be voluntary.

O. DENTAL INSURANCE

The Board shall make available dental insurance, individual or family coverage, at the teacher's request. The Board shall pay the full cost of individual coverage, either in-network or out-of-network. The cost of dependent or family coverage shall be the responsibility of the teacher.

P. WELLNESS CLINIC

The Board will provide an annual Wellness Screening for interested teachers. The cost of this screening shall be shared as follows:

<u>TYPE OF SCREENING</u>	<u>BOARD CONTRIBUTION</u>
Basic Screening	\$10
Screening II	\$12
Screening III	\$16

Any additional cost above the Board contribution shall be the responsibility of the teacher. Provided, however, teachers participating in the District's health insurance program are entitled to receive an annual screening at no cost to the teacher so long as the health insurance provider

continues to offer such screenings at no cost to the teacher.

Q. TUITION REIMBURSEMENT

Teachers may submit a written request on October 1st of each year of this Agreement for reimbursement of tuition for pre-approved courses, subject to the following:

1. Tuition reimbursement will be provided for courses taken in the Summer of 2013 extending through the Spring of 2016;
2. The course must be a graduate level course, unless otherwise approved in writing by the Superintendent;
3. The teacher's enrollment in the course must be pre-approved, in writing, by the Superintendent. Course approval will be made at the sole discretion of the Superintendent;
4. All courses must be related to the teacher's current professional assignment, unless otherwise approved in writing by the Superintendent;
5. In order to be eligible for tuition reimbursement, the teacher must provide an official grade report from the academic institution verifying that the teacher received a grade of "B" or better, or that the teacher passed a pass/fail course;
6. The teacher must be employed in District 104 at the time the tuition reimbursement is paid;
7. Pre-approval for courses must be submitted the semester prior to the course taken. Submission deadlines are as follows: summer - May 1, fall - September 1, winter - December 1.

The Board will make available for tuition reimbursement the sum of \$16,000 per school year for the duration of this Agreement.

Tuition reimbursement will be made at the end of the school year. Transcripts are due to the District Office by June 30 of the school year in which the course(s) are taken. All reimbursement requests made during the year will be held until the end of the year, at which time the \$16,000 allocation will be divided by the total number of eligible semester hours submitted in order to determine the reimbursement to be paid to each eligible teacher. In the event that all of the available tuition reimbursement funds are exhausted, the Board will have no further obligation to reimburse tuition costs incurred by any teacher in that year. Any unused tuition reimbursement funds that are available at the close of each fiscal year will be retained by the Board and will not be carried over into subsequent fiscal years.

R. RETIREMENT OPTIONS

Eligible teachers may select ONLY ONE (1) of the following retirement options:

1. Option 1 – Teachers’ Retirement System (TRS) Early Retirement Option (ERO)

This Section applies to any teacher who is eligible to participate in the TRS ERO or other early retirement plan offer by the State.

A teacher who participates in the State’s early retirement plan will not receive any of the benefits of the District’s retirement plan delineated in Option 2- District Retirement Plan.

Teachers requesting early retirement must notify the Superintendent in writing by October 1 each year of this Agreement.

The Board agrees to pay its portion of any early retirement penalty to TRS. The teacher will be responsible for his/her portion of the early retirement penalty to TRS. The Board will report to TRS the teacher’s accumulated and unused sick leave. (Teachers should take note that as of the date of this agreement, TRS will accept up to 340 days sick leave to equal up to 2 years of service credit at the rate of 1/170 for each sick leave day.)

The Board may cap the number of teachers who participate in early retirement under this Section to 10% of those who apply for early retirement in a year rounded to the nearest whole number (no less than one), by seniority. This 10% cap may be imposed each year. If such a cap is imposed, only teachers who fall within the 10% cap will be entitled to participate in early retirement according to seniority and eligibility. Teachers who do not fall within the 10% cap may apply for early retirement in the following year if they choose. In any given school year the Board, in its sole and non-reviewable discretion, may permit additional retirees (in excess of the maximum number specified above), provided however, that such permission shall not be deemed to create a past practice, pattern or precedent.

2. Option 2 - District Retirement Plan

a. Eligibility

A retirement program shall be available for the duration of this Agreement for the teachers who meet all of the following eligibility criteria at the time of retirement:

- i. Complete at least 20 years of full time teaching service in the District; and
- ii. Be at least 60 years of age with 10 years TRS creditable service or 55 years of age with 35 years of creditable TRS service; and

- iii. Eligible to retire and receive regular pension annuity under TRS rules and regulations; and
- iv. Have filed for participation in the retirement program of TRS with a retirement date of June 30, but no later than June 30, 2017, provided, however, that this retirement program shall not be available to any teacher who elects to participate in the Modified Early Retirement Option or whose retirement requires the Board to pay to TRS a contribution or “penalty”; and
- v. Submitted an irrevocable Letter of Intent to Retire as required below.

b. Procedures

In order to be eligible to participate in this retirement program, a teacher must submit the Irrevocable Letter of Intent to Retire to the Superintendent by October 1 of any year of this Agreement. However, during the 2013-2014 school year, notice may be submitted until February 7, 2014. The teacher’s letter of intent must set forth the desired retirement date at the end of a school year not later than June 30, 2017. Teachers otherwise eligible to retire under this program may give less than four years notice and be entitled to the relevant benefits of this program.

Participating teachers who elect to retire under the provisions of this program with a retirement date after June 30, 2016, will receive only the benefits of this program, and will not be entitled to receive any benefits under any retirement program negotiated in a successor bargaining agreement.

The Board may annually limit the number of the number of qualified retirees to 30% of those eligible for retirement under TRS. Any such limitation shall be on the basis of seniority. Any teacher denied participation shall be allowed to rescind his/her Letter of Intent and may reapply the following year. Teachers submitting an Irrevocable Letter of Intent to Retire shall be notified of the Board’s decision on their request no later than February 1 of the year the Letter was submitted.

c. Benefits

Upon submission of his/her Irrevocable Letter of Intent to Retire, a teacher will be removed from the salary schedule and the Board will pay the teacher a salary equal to a six percent (6%) increase over the prior year’s TRS credible earnings inclusive of compensation for extra-pay duties, for a maximum of four (4) years.

A teacher for whom an extra-duty or extra-schedule stipend was part of the teacher’s creditable earnings in the school year prior to the school year in which notice is given and who chooses not to perform such duty in any year prior to

retirement will have the stipend for that duty subtracted from the creditable earnings increases provided under this program for each remaining year.

The parties agree that the Board shall not pay increases of greater than six percent (6%) of teacher's TRS credible earnings for the prior year.

The Board shall report to TRS the teacher's accumulated and unused sick leave. (Teachers should take note that as of the date of this agreement. TRS will accept up to 340 days sick leave to equal up to 2 years of service credit at the rate of 1/170 for each sick leave day.)

The Board shall compensate retiring teachers for unused sick leave, not taken to TRS for retirement service credit, at a rate of twenty dollars (\$20) per unused sick day up to 360 days. This payment will be made after the effective date of the teachers' retirement.

S. EXTRA DUTIES

All extra duty assignments are appointed annually from the pool of teacher applicants. Teachers must reapply annually for extra duty from year to year. The Board is under no obligation to offer all/any extra duty assignments. Teachers shall be paid for extra duty assignments as set forth in Appendix B.

ARTICLE VIII

A. DURATION

This Agreement shall be effective on the 1st day of August, 2013 and until the 31st day of July, 2016, and shall be renewed automatically from year to year thereafter unless either party shall notify the other in writing no later than March 1st prior to the annual anniversary date of the Agreement, or unless the Union is decertified pursuant to the provision of law. In the event of such notice to modify, change, amend or terminate this Agreement, negotiations shall begin no later than May 1st prior to the annual anniversary date of this Agreement, or on such date as the parties may agree. This Agreement shall remain in full force and effect during the period of negotiations.

B. SAVINGS CLAUSE

In the event any provision of this Agreement is subsequently declared illegal in a court of competent jurisdiction, such provision shall be struck from this Agreement to the extent to which it is found illegal. Any deleted Article, Section or Clause shall automatically be renegotiated, upon written notice to the other party. All other provisions of this Agreement shall continue in full force and effect.

C. AUTHORITY OF BOARD

The benefits of any and all decisions and conclusions the Board may reach after having negotiated with the Union shall apply equally to all of the teachers in the bargaining unit. Should negotiations fail to result in mutual agreement, the decision of the Board shall be final. The above is meant to be declaratory by law, and in no way precludes or discourages the use of impasse-resolving procedures when negotiations have not resulted in mutual agreement.

D. NO STRIKE

During the term of this Agreement, the Union agrees not to strike, not to engage in work stoppage and not to picket, any of which of the foregoing in any manner would tend to disrupt the operation of any public school in School District 104, or the Administrative Offices of the Board.

E. CONTRACT SUPERIORITY

Any previously adopted policy, rule or regulation of this Board or Administration which is in conflict with this Agreement, shall be superseded and replaced by this Agreement.

F. TORT IMMUNITY

The Board shall provide all teachers indemnification and protection against claims and suits in accordance with the applicable provisions of the Illinois School Code (105 ILCS 5/) and the Local Governmental and Governmental Employees Tort Immunity Act, (745 ILCS 10/1-101, et seq.)

G. BOARD RIGHTS

The Union recognizes that the Board has full authority and responsibility under the law of the State of Illinois for making decisions as to the employment, tenure, discharge, assignment, transfer or promotion of any of its employees as well as the formation and execution of educational policy.

H. SUPREMACY OF LAW

The Board and the Union recognize, understand, and agree that the Board cannot enter into any agreement that impairs the authority vested in the Board by law, and that the provisions of any collective bargaining agreement negotiated by the Board with the Union cannot conflict with the provisions of the Constitution of the United States, or the Constitution of the State of Illinois, the United States Code, the Illinois School Code and other pertinent statutes of the State of Illinois, the rules and regulations of the Superintendent of Public Instruction, and the legal opinions of the Attorney General of the State of Illinois.

I. REGULATORY BOARDS, ASSOCIATIONS, AGENCIES

The Union recognizes that in the operation of the schools, the Board is governed by the policies, regulations and criteria for approval, recognition and accrediting of schools promulgated by the State Superintendent of Education of the State of Illinois, the Regional Superintendent of the Educational Service Region of Cook County, the North Central Accrediting Association and Federal Agencies whenever and wherever applicable.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and adopted this _____ day of _____, 2013, as evidenced by the signatures of their respective officers affixed below.

ARGO-SUMMIT COUNCIL
OF THE WEST SUBURBAN
TEACHERS UNION

BOARD OF EDUCATION
SCHOOL DISTRICT NO. 104

President

President

ATTEST:

Secretary

Secretary

APPENDIX A

2013-2014

SALARY SCHEDULE A 2013-2014

Staff Hired after June 20, 2013

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
1	41,650	42,691	43,759	46,822	48,601	49,573	50,812	51,828
2	42,275	43,332	44,415	47,524	49,330	50,316	51,574	52,606
3	42,909	43,982	45,081	48,237	50,070	51,071	52,348	53,395
4	43,553	44,641	45,757	48,960	50,821	51,837	53,133	54,196
5	44,206	45,311	46,444	49,695	51,583	52,615	53,930	55,009
6	44,869	45,991	47,140	50,440	52,357	53,404	54,739	55,834
7	45,542	46,680	47,847	51,197	53,142	54,205	55,560	56,671
8	46,225	47,381	48,565	51,965	53,939	55,018	56,394	57,522
9	46,918	48,091	49,294	52,744	54,748	55,843	57,240	58,384
10	47,622	48,813	50,033	53,535	55,570	56,681	58,098	59,260
11	48,337	49,545	50,784	54,338	56,403	57,531	58,970	60,149
12	49,062	50,288	51,545	55,153	57,249	58,394	59,854	61,051
13		51,042	52,318	55,981	58,108	59,270	60,752	61,967
14		51,808	53,103	56,821	58,980	60,159	61,663	62,897
15		52,585	53,900	57,673	59,864	61,062	62,588	63,840
16		53,374	54,708	58,538	60,762	61,978	63,527	64,798
17		54,175	55,529	59,416	61,674	62,907	64,480	65,770
18		54,987	56,362	60,307	62,599	63,851	65,447	66,756
19				61,212	63,538	64,809	66,429	67,757
20				62,130	64,491	65,781	67,425	68,774
21				63,062	65,458	66,767	68,437	69,805
22				64,008	66,440	67,769	69,463	70,852
23				64,968	67,437	68,786	70,505	71,915
24				65,943	68,448	69,817	71,563	72,994
25				66,932	69,475	70,865	72,636	74,089
26				67,936	70,517	71,928	73,726	75,200
27				68,955	71,575	73,006	74,832	76,328
28				69,989	72,649	74,102	75,954	77,473
29				71,039	73,738	75,213	77,093	78,635
30				72,104	74,844	76,341	78,250	79,815
31				73,186	75,967	77,486	79,424	81,012
32				74,284	77,107	78,649	80,615	82,227
33				75,398	78,263	79,828	81,824	83,461
34				76,529	79,437	81,026	83,051	84,712
35				77,677	80,629	82,241	84,297	85,983

SALARY SCHEDULE B 2013-2014

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
2	42,338	43,399	44,672	48,068	50,190	51,252	52,631	53,692
3	42,753	43,824	45,111	48,540	50,682	51,753	53,147	54,218
4	43,389	44,476	45,781	49,261	51,435	52,523	53,936	55,024
5	44,041	45,144	46,467	50,000	52,207	53,312	54,746	55,849
6	44,702	45,805	47,131	50,663	52,869	53,973	55,408	56,511
7	45,587	46,696	48,138	51,576	53,905	55,015	56,345	57,566
8	46,252	47,361	48,803	52,242	54,460	55,681	57,122	58,232
9	46,919	48,138	49,469	52,907	55,237	56,345	57,788	58,896
10	47,695	48,803	50,135	53,684	55,902	57,122	58,454	59,673
11	48,361	49,469	50,911	54,350	56,569	57,788	59,119	60,338
12	49,136	50,245	51,687	55,126	57,455	58,564	60,007	61,115
13		51,185	52,516	55,979	58,335	59,718	60,937	62,372
14		52,679	54,037	57,692	59,437	60,601	62,095	63,308
15		53,789	55,256	58,803	60,548	61,710	63,204	64,528
16		54,898	56,254	59,911	61,656	62,982	64,476	65,527
17		55,785	57,254	60,799	62,654	63,708	65,200	66,413
18		56,561	58,030	61,574	63,321	64,594	65,977	67,301

SALARY SCHEDULE C 2013-2014

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
19				62,351	64,096	65,259	66,752	67,967
20				63,128	64,760	65,925	67,419	68,632
21				63,793	65,537	66,865	68,469	69,683
22				64,570	66,424	67,589	69,246	70,185
23				65,346	67,092	68,365	69,911	71,072
24				66,234	68,088	69,142	70,635	71,849
25				67,177	68,978	70,303	71,633	72,958
L				85,894	88,041	89,975	91,477	92,658

SALARY SCHEDULE D 2013-2014

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
L			80,860	87,182	89,362	91,325	92,849	94,048

2014-2015

SALARY SCHEDULE A 2014-2015

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
1	42,379	43,438	44,524	47,641	49,451	50,440	51,701	52,735
2	43,015	44,090	45,192	48,356	50,193	51,197	52,477	53,526
3	43,660	44,751	45,870	49,081	50,946	51,965	53,264	54,329
4	44,315	45,423	46,558	49,817	51,710	52,744	54,063	55,144
5	44,979	46,104	47,256	50,564	52,486	53,536	54,874	55,971
6	45,654	46,795	47,965	51,323	53,273	54,339	55,697	56,811
7	46,339	47,497	48,685	52,093	54,072	55,154	56,533	57,663
8	47,034	48,210	49,415	52,874	54,883	55,981	57,381	58,528
9	47,739	48,933	50,156	53,667	55,707	56,821	58,241	59,406
10	48,456	49,667	50,909	54,472	56,542	57,673	59,115	60,297
11	49,182	50,412	51,672	55,289	57,390	58,538	60,002	61,202
12	49,920	51,168	52,447	56,119	58,251	59,416	60,902	62,120
13		51,936	53,234	56,960	59,125	60,307	61,815	63,051
14		52,715	54,033	57,815	60,012	61,212	62,742	63,997
15		53,505	54,843	58,682	60,912	62,130	63,683	64,957
16		54,308	55,666	59,562	61,826	63,062	64,639	65,932
17		55,123	56,501	60,456	62,753	64,008	65,608	66,920
18		55,949	57,348	61,363	63,694	64,968	66,592	67,924
19				62,283	64,650	65,943	67,591	68,943
20				63,217	65,620	66,932	68,605	69,977
21				64,166	66,604	67,936	69,634	71,027
22				65,128	67,603	68,955	70,679	72,092
23				66,105	68,617	69,989	71,739	73,174
24				67,097	69,646	71,039	72,815	74,271
25				68,103	70,691	72,105	73,907	75,385
26				69,124	71,751	73,186	75,016	76,516
27				70,161	72,827	74,284	76,141	77,664
28				71,214	73,920	75,398	77,283	78,829
29				72,282	75,029	76,529	78,443	80,011
30				73,366	76,154	77,677	79,619	81,212
31				74,467	77,296	78,842	80,813	82,430
32				75,584	78,456	80,025	82,026	83,666
33				76,717	79,633	81,225	83,256	84,921
34				77,868	80,827	82,444	84,505	86,195
35				79,036	82,040	83,680	85,772	87,488

SALARY SCHEDULE B 2014-2015

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
3	43,714	44,810	46,124	49,630	51,821	52,917	54,341	55,437
4	44,143	45,249	46,577	50,117	52,329	53,435	54,874	55,980
5	44,799	45,922	47,269	50,862	53,107	54,230	55,689	56,812
6	45,472	46,611	47,978	51,625	53,903	55,044	56,525	57,664
7	46,155	47,294	48,662	52,309	54,587	55,727	57,209	58,348
8	47,068	48,214	49,703	53,252	55,657	56,803	58,176	59,437
9	47,755	48,901	50,390	53,939	56,230	57,490	58,978	60,125
10	48,443	49,703	51,077	54,626	57,032	58,176	59,666	60,811
11	49,245	50,390	51,765	55,428	57,719	58,978	60,353	61,612
12	49,932	51,077	52,565	56,116	58,407	59,666	61,040	62,299
13		51,878	53,367	56,917	59,323	60,467	61,957	63,101
14		52,848	54,222	57,799	60,231	61,659	62,917	64,399
15		54,391	55,793	59,567	61,369	62,571	64,113	65,365
16		55,537	57,052	60,714	62,515	63,716	65,258	66,626
17		56,682	58,083	61,858	63,660	65,029	66,571	67,656
18		57,598	59,114	62,775	64,690	65,778	67,319	68,572
19				63,576	65,379	66,694	68,121	69,489

SALARY SCHEDULE C 2014-2015

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
20				64,377	66,179	67,380	68,922	70,176
21				65,179	66,865	68,068	69,610	70,863
22				65,866	67,667	69,038	70,695	71,947
23				66,668	68,582	69,785	71,496	72,466
24				67,470	69,273	70,587	72,183	73,382
25				68,387	70,301	71,389	72,931	74,184
L				85,894	88,041	89,975	91,477	92,658

SALARY SCHEDULE D 2014-2015

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
L			82,073	88,490	90,702	92,694	94,242	95,459

2015-2016

SALARY SCHEDULE A 2015-2016

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
1	43,015	44,090	45,192	48,356	50,193	51,197	52,477	53,526
2	43,660	44,751	45,870	49,081	50,946	51,965	53,264	54,329
3	44,315	45,423	46,558	49,817	51,710	52,744	54,063	55,144
4	44,979	46,104	47,256	50,564	52,486	53,536	54,874	55,971
5	45,654	46,795	47,965	51,323	53,273	54,339	55,697	56,811
6	46,339	47,497	48,685	52,093	54,072	55,154	56,533	57,663
7	47,034	48,210	49,415	52,874	54,883	55,981	57,381	58,528
8	47,739	48,933	50,156	53,667	55,707	56,821	58,241	59,406
9	48,456	49,667	50,909	54,472	56,542	57,673	59,115	60,297
10	49,182	50,412	51,672	55,289	57,390	58,538	60,002	61,202
11	49,920	51,168	52,447	56,119	58,251	59,416	60,902	62,120
12	50,669	51,936	53,234	56,960	59,125	60,307	61,815	63,051
13		52,715	54,033	57,815	60,012	61,212	62,742	63,997
14		53,505	54,843	58,682	60,912	62,130	63,683	64,957
15		54,308	55,666	59,562	61,826	63,062	64,639	65,932
16		55,123	56,501	60,456	62,753	64,008	65,608	66,920
17		55,949	57,348	61,363	63,694	64,968	66,592	67,924
18		56,789	58,208	62,283	64,650	65,943	67,591	68,943
19				63,217	65,620	66,932	68,605	69,977
20				64,166	66,604	67,936	69,634	71,027
21				65,128	67,603	68,955	70,679	72,092
22				66,105	68,617	69,989	71,739	73,174
23				67,097	69,646	71,039	72,815	74,271
24				68,103	70,691	72,105	73,907	75,385
25				69,124	71,751	73,186	75,016	76,516
26				70,161	72,827	74,284	76,141	77,664
27				71,214	73,920	75,398	77,283	78,829
28				72,282	75,029	76,529	78,443	80,011
29				73,366	76,154	77,677	79,619	81,212
30				74,467	77,296	78,842	80,813	82,430
31				75,584	78,456	80,025	82,026	83,666
32				76,717	79,633	81,225	83,256	84,921
33				77,868	80,827	82,444	84,505	86,195
34				79,036	82,040	83,680	85,772	87,488
35				80,222	83,270	84,936	87,059	88,800

SALARY SCHEDULE B 2015-2016

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
4	45,026	46,154	47,508	51,119	53,376	54,505	55,972	57,100
5	45,467	46,606	47,974	51,621	53,899	55,038	56,520	57,660
6	46,143	47,300	48,687	52,388	54,700	55,857	57,360	58,516
7	46,836	48,009	49,417	53,174	55,520	56,696	58,221	59,394
8	47,539	48,713	50,122	53,878	56,225	57,399	58,925	60,098
9	48,480	49,660	51,194	54,850	57,327	58,507	59,922	61,220
10	49,188	50,368	51,901	55,558	57,917	59,215	60,748	61,928
11	49,897	51,194	52,609	56,265	58,743	59,922	61,456	62,635
12	50,723	51,901	53,318	57,091	59,451	60,748	62,164	63,461
13	51,430	52,609	54,142	57,800	60,159	61,456	62,871	64,168
14		53,435	54,968	58,625	61,102	62,281	63,816	64,994
15		54,434	55,849	59,533	62,038	63,509	64,805	66,331
16		56,023	57,467	61,354	63,210	64,448	66,036	67,326
17		57,203	58,764	62,535	64,391	65,627	67,216	68,624
18		58,383	59,825	63,714	65,569	66,980	68,569	69,686
19		59,326	60,888	64,658	66,631	67,751	69,339	70,629
20				65,483	67,341	68,695	70,165	71,573

SALARY SCHEDULE C 2015-2016

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
21				66,309	68,164	69,401	70,989	72,281
22				67,135	68,871	70,110	71,698	72,988
23				67,842	69,697	71,109	72,815	74,106
24				68,668	70,640	71,879	73,641	74,640
25				69,494	71,351	72,705	74,349	75,583
L				85,894	88,041	89,975	91,477	92,658

SALARY SCHEDULE D 2015-2016

<u>Steps</u>	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 30</u>	<u>MA 45</u>	<u>MA 60</u>
L			83,304	89,817	92,063	94,085	95,656	96,890

APPENDIX B

Extra Duty Compensation

Committees	2013-14	2014-15	2015-16
Rising Star Project Manager	\$2,400	\$2,400	\$2,400
Rising Star Capacity Builder	\$2,000	\$2,000	\$2,000
Rising Star Member	\$1,600	\$1,600	\$1,600
District-wide Instructional Committee	\$20/hr	\$20/hr	\$20/hr

Academic Programs	2013-14	2014-15	2015-16
After-School Reading	\$3,000	\$3,000	\$3,000
NJHS Tutoring	\$1,800	\$1,800	\$1,800
RTI Leader	\$300	\$300	\$300
PBIS Internal Coach	\$1,000	\$1,000	\$1,000
Problem Solving Team (PST)	\$35/hr	\$35/hr	\$35/hr
Academic Clubs (2X Weekly)	\$3,000	\$3,000	\$3,000

Mentoring	2013-14	2014-15	2015-16
Mentor Program Supervisor	\$1,000	\$1,000	\$1,000
Teacher Mentor	\$500	\$500	\$500

Extracurricular	2013-14	2014-15	2015-16
Athletic Director	NA	\$4,700	\$4,700
Basketball Head Coach	\$4,200	\$4,200	\$4,200
Basketball Assistant Coach	\$3,400	\$3,400	\$3,400
Volleyball Head Coach	\$4,000	\$4,000	\$4,000
Volleyball Assistant Coach	\$3,000	\$3,000	\$3,000
Band Director	\$7,000	\$7,000	\$7,000
Choir Director/Grade Level	\$3,000	\$3,000	\$3,000

Yearbook & Clubs	2013-14	2014-15	2015-16
Yearbook	\$1,600	1,600	1,600
National Honor Society	\$1,800	1,800	1,800
8 th Grade Leadership	\$3,000	\$3,000	\$3,000
Student Council	\$20/hr	\$20/hr	\$20/hr
After-School Clubs/Activities	\$20/hr	\$20/hr	\$20/hr

Supervision	2013-14	2014-15	2015-16
Game/Dance Supervision	\$65/event	\$65/event	\$65/event

Adult Education	2013-14	2014-15	2015-16
Adult ESL	\$4,000	\$4,000	\$4,000
Family Literacy Coordinator	\$750	\$750	\$750
Family Literacy Instructor	\$20/hr	\$20/hr	\$20/hr

Payment:

December: ½ of all stipends

February: Balance of coaching stipends

May: Balance of all stipends other than coaching

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